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16 OCT 1953

MEMORANDUM FOR: Acting Chief, FBID ✓
Chief, FDD
Chief, Contact Division
Chief, Sovmat Staff

SUBJECT: Personnel Supplement to Monthly Progress Reports

REFERENCE: Memorandum from DAD/O to Branch Chiefs,
dated 28 June 1948, same subject

1. This will rescind paragraph 5 of referenced memorandum request in compliance with which personnel statistics of the Divisions and Sovmat Staff have accompanied monthly progress reports to this Office.

2. Your respective personnel status, as of the last day of the reported month, hereafter will be prepared according to the attached outline and forwarded with monthly progress reports to OO by the tenth of the month after the reported period. (Omit inapplicable sections and renumber remaining paragraphs of the report as appropriate.)

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Deputy Assistant Director for Operations

1 Enclosure
Outline for Monthly
Personnel Reports

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2. Personnel entering on duty (FDD list separately the names of fully and provisionally cleared personnel)

<u>Name, title, grade</u>	<u>Assignment</u>	<u>Date</u>
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3. Promotions

<u>Name</u>	<u>Old title, grade, assignment</u>	<u>New title, grade, assignment</u>	<u>Date</u>
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4. Reassignments (intra-divisional)

<u>Name</u>	<u>Old title, grade assignment</u>	<u>New title, grade, assignment</u>	<u>Date</u>
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5. Transfers:

<u>Name</u>	<u>Title, grade, assignment</u>	<u>Recipient office</u>	<u>Date</u>
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6. Resignations:

<u>Name</u>	<u>Title, grade, assignment</u>	<u>Date</u>
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7. Consultants:

<u>Name</u>	<u>(Field) Office</u>
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a. On duty

b. In process

8. Completed personnel actions relating to the OO Career Service Program will be reported as follows:

a. Rotations (Name, title, grade, assignment, receiving organization, period of temporary duty).

b. Awards (Name of recipient and award made for meritorious suggestion, efficiency or outstanding accomplishment).

c. Training activities (Names of participants in official external and internal training status, courses, dates).

9. Foreign travel

<u>Name of traveller</u>	<u>Destination</u>	<u>Date of departure-return</u>
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